

22 JUN 01

From: Administrative Officer
To: Department Heads

Subj: **PENDING/OUTSTANDING TICKLER ACTION ITEMS**

1. The following is a list of pending and/or outstanding tickler action items. If the due date needs to be changed please notify me so the necessary change can be made to our tickler:

PENDING ACTION ITEMS

<u>R/S #</u>	<u>ORIG</u>	<u>SUBJECT</u>	<u>DUE DATE</u>	<u>COG</u>
05-01	CSS	IN-SERVICE MINES PROGRAM REVIEW	5JUL01	N3
NA	STAFF	O-3 COUNSELINGS	15JUL01	N3/4/5
			UNITS 3/5/10	
NA	CMWC	O-5 FITREP	30JUL01	00
NA	STAFF	O-2 COUNSELINGS	15AUG01	N5/7
NA	STAFF	UPDATE OF MEMO OF AGREEMENT BETWEEN USAF/NAVY	1DEC01	N5

OVERDUE PENDING ACTION ITEMS

<u>R/S #</u>	<u>ORIG</u>	<u>SUBJECT</u>	<u>DUE DATE</u>	<u>COG</u>
NA	STAFF	O-4 COUNSELINGS	15APR01	01/ UNITS 1/8/10/11/ 14
NA	STAFF	E-6 COUNSELINGS	15MAY01	N3

MRCI INSPECTION SCHEDULE

<u>ACTIVITY</u>	<u>MRCI DATES</u>
MOMAU FIVE	13 NOV - 16 NOV 01

COMOMAG INSTRUCTIONS/NOTICES

<u>NOTICE/ INST #</u>	<u>SUBJECT</u>	<u>DUE DATE</u>	<u>COG</u>
5400.1H	COMMANDING OFFICER, MOBILE MINE ASSEMBLY GROUP ORGANIZATION MANUAL (SORM)	15MAY01	N13
8550.13L	GUIDANCE ON MINE BILL OF MATERIAL (MBOM) INITIAL OUTFITTING LISTS (IOL) AND CHANGE REQUESTS (BEING REVIEWED BY NALC)	15MAY01	N325
8023.11A	STANDARD PRODUCTION & PROCESSING PROCEDURES FOR MINES	30MAY01	N311
CMWC8550.1R	PROCEDURES FOR REQUESTING MINE WARFARE EXERCISE & TRAINING (ET) MATERIAL & SERVICES	30MAY01	N326

C8550.5N	SERVICE MINE DISTRIBUTION AND SUPPORT GUIDANCE	15JUN01 N31
4855.1G	QUALITY ASSURANCE (QA) PROGRAM	31JUL01 N311
5450.1	MOBILE MINE ASSEMBLY GROUP (MOMAG) MISSION AND FUNCTIONS	30AUG01 N311

NOTE: The above instructions require review on their anniversary date. They may or may not have to be modified or changed depending on whether they still serve the purpose.

RECURRING REPORTS/ACTION ITEMS

<u>DATE DUE</u>	<u>REPORT</u>	<u>COG</u>
ANNUAL(31JAN)	AGENCY PROGRAM COORDINATOR REPORT	N4
ANNUAL(31JAN)	ECONOMIC CONTRIBUTIONS OF NAS CC	N4
ANNUAL(31JAN)	AIG/CAD RECAP	N6
ANNUAL(1FEB)	CIVILIAN MID YEAR REVIEW	01
ANNUAL(30JUN)	EXERCISE AND TRAINING (ET) MINE REQUIREMENTS	N3
ANNUAL(31JUL)	AIS VERIFICATION FROM ALL MOMAU'S	N6
ANNUAL(31JUL)	HANDLING MINE INVENTORY AND CONDITION REPORT	N3
ANNUAL(15DEC)	COMMAND HISTORY	N1
QUARTERLY	FIRE DRILLS	N42
QUARTERLY	PHYSICAL SECURITY REVIEW MTG	N321
QUARTERLY	PROJECTED/PLANNED TEMADD INPUTS	N4
QUARTERLY	AIS INVENTORY MERGE FILE	N6
QUARTERLY	CINCS MINE READINESS STATUS	N3
QUARTERLY	MINE STOCKPILE TO COMINELWARCOM	N3
MONTHLY	MOMAG LTC	N7
MONTHLY	EDVR/ODCR VERIFICATION	N11
MONTHLY	INSTRUCTION ANNIVERSARY REVIEW	N13
FOM	SECURITY CONTAINER CHECK SHEETS	N11

CURRENT/UPCOMING TAD

<u>TAD</u>	<u>DEPART</u>	<u>RETURN</u>	<u>PURPOSE FOR TAD</u>
MNC LAUFFENBURGER	21MAY01	13JUL01	MWTC
CDR SWART	19JUN01	27JUN01	MOMAU'S 10/8 SITE VISIT
MNCM REEVE	25JUN01	28JUN01	TAP CLASS
CWO4 PEASE	25JUN01	27JUN01	SLMM MTG/PANAMA CITY, FL
MNCM REEVE	16JUL01	16NOV01	MOMAU 11
MR. STANLEY	16JUL01	3AUG01	GLOBAL
CDR SWART	22JUL01	27JUL01	CSS MTG/PANAMA CITY, FL
LT OLIVER	5AUG01	8AUG01	KEYPORT, FL
SKC GILLIAM	6AUG01	16AUG01	QR VISIT/MOMAU'S 3 & 11
MR. HANNA	6AUG01	16AUG01	QR VISIT/MOMAU'S 3 & 11
CWO4 BUYO	7AUG01	15AUG01	QR VISIT/MOMAU'S 3 & 11
LTJG BINGMAN	7AUG01	15AUG01	QR VISIT/MOMAU'S 3 & 11

PERSONNEL STATUS-LEAVE

<u>RANK/NAME</u>	<u>DEPART</u>	<u>RETURN</u>	<u>DESTINATION</u>
		ADMIN	
YN1 ELLIS	2JUL01	23JUL01	LONG BEACH, CA
MNCM REEVE	4JUL01	13JUL01	CORPUS CHRISTI, TX
		OPS	
MNC VAIL	2JUL01	20JUL01	LARGO, FL
MNC JOHNSON	9JUL01	27JUL01	RAPID CITY, SD
MN2 CANTU	23JUL01	3AUG01	INGLESIDE, TX
		SUPPLY	
SK1 GOFF	15JUN01	29JUN01	SAN DIEGO, CA
SK2 THORN	25JUN01	29JUN01	HOUSTON, TX
SK2 RAMOS	27JUN01	29JUN01	CORPUS CHRISTI, TX
LT ROLFF	2JUL01	6JUL01	CORPUS CHRISTI, TX
		MINEFIELD PLANNING	
LT OLIVER	9JUL01	20JUL01	ROBSTOWN, TX

<u>DUE TO TRANSFER PCS</u>	<u>REPORTING TO</u>	<u>EDD/PRD</u>
MAJ AUCLAIR	BARKSDALE AFB, LA	30JUN01
LT ROLFF	HQAFSOUTH, ITALY	30AUG01
YN1 ELLIS	USS BRIDGE (AOE 10)	5OCT01
SKC GILLIAM	SEAL D.V.T. 2, LITTLE CREEK, VA	16OCT01

<u>DUE TO REPORT</u>	<u>SPONSOR</u>	<u>REPORTING FROM</u>	<u>EDA</u>
LT ARTHURS	LT ROLFF	HM 15	30SEP01
MN2 CAMPION	MN1 BUTLER	USS ROBIN	15OCT01
LT MILLER	(PCO MMU 1)	USS ARCTIC	9JUL01
LT KELLEY	(PCO MMU 5)	COMLOG BAHRAIN	31AUG01
ENS WANGELIN	(PCO MMU 12)	USS SUPPLY	31AUG01
LT KURZ	(PCO MMU 8)	COMNAVSURFGRUMED	8OCT01

COMOMAG STAFF/UNIT CO AWARDS

<u>RANK/NAME</u>	<u>ORIGINATOR</u>	<u>AWARD</u>	<u>TRF DATE</u>	<u>STATUS</u>	<u>DATE</u>
LCDR DALTON	MMU-14	EOT	15JUN01	CMWC	5/23
YNC TELFORD	MMU-1	EOT	25JUN01	CMWC	6/18
MAJOR AUCLAIR	COMOMAG	EOT	15JUL01	CMWC	5/23

SK1 MEADOWS	MMU-5	EOT	15AUG01	CMWC	3/30
YN2 WINFIELD	MMU-8	EOT	1SEP01	IN ROUTE	
LCDR WISNIEWSKI	MMU-8	EOT	10SEP01	IN ROUTE	
MNCM FROSS	MMU-11	EOT-RET	31OCT01	CMWC	6/18

**** STATUS VERIFIED 22 JUN 01**

1. Please inform CWO4 BUYO OR YN1 Ellis of reports that are mailed by departments to ensure that the requirement for the report has been checked-off as complete. All original action route slips must be returned to Admin once required action has been completed.

F. M. BUYO
ADMINISTRATIVE OFFICER